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Organizational matters

Annual work plan 2003 of the Executive Board of UNDP and UNFPA

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I. Overview

1. The draft annual work plan 2003 was prepared by the Executive Board secretariat in consultation with the Bureau of the Executive Board. As agreed by the Board at its second regular session 2002, there will be two regular sessions and one annual session in 2003.

2. A joint session of the Executive Board of UNDP and UNFPA and the Executive Board of the United Nations Children's Fund (UNICEF), with the participation of the World Food Programme (WFP), will be held during the annual session in June 2003.

II. UNDP

A. Policy and management

3. The Administrator will provide updates on the implementation of the Business Plans, 2000-2003, at every session of the Executive Board in 2003. He will focus specifically on the institutionalization of the practice areas to ensure that UNDP functions as a global development network in assisting programme countries; progress achieved in partnerships and the implementation of the Millennium Development Goals (MDGs); achievements in building staff capacity, learning and performance accountability; and progress in investments regarding information and communication technology (ICT). The lessons learned will set the agenda for the future work of the organization.

4. At its first regular session, the Executive Board will review the report on the special reserve for separations relating to the United Nations Office for Project Services (UNOPS) and the liabilities affecting UNDP (DP/2003/CRP.2); the report of the UNOPS Executive Director on the implementation of the revised budget for 2002 (DP/2003/CRP.3) and the independent review of UNOPS (DP/2003/CRP.4).

B. Programme matters

5. *Assistance to Myanmar.* At the first regular session 2003, the Administrator will report to the Executive Board on the findings and recommendations of the independent assessment mission, which took place in May and June 2002, in his note on assistance to Myanmar (DP/2003/3). He will also report on the implementation of issues regarding assistance to Myanmar raised by delegations at the second regular session 2002.

6. *Country programme outlines.* The Executive Board will review and comment on the country programme outline for Djibouti (DP/CPO/DJI/1), which reports on the fight against poverty, the environment, HIV/AIDS, governance and human rights issues.

7. As agreed with the Executive Board at its second regular session 2002, UNDP will present a progress report on the multi-year funding framework (MYFF), 2000-

2003, at the annual session in June 2003. This progress report will enable the Executive Board and UNDP to discuss results during the current programming period and incorporate lessons learned into the new MYFF, 2004-2007, which will be presented to the Executive Board at its second regular session in September 2003. UNDP will also generate data on achievements in 2002 for internal management; the results-oriented annual report (ROAR), however, will not be presented this year.

8. The MYFF progress report will be a cumulative assessment of performance for 2000-2003 and concentrate on, inter alia, the following:

(a) Performance highlights for 2000-2003 in selected areas;
(b) The extent to which UNDP has become more focused since 2000;
(c) Policy advice and the MDGs;
(d) Experience with gender-mainstreaming;
(e) Contributions of the United Nations Capital Development Fund (UNCDF); the United Nations Development Fund for Women (UNIFEM), United Nations Volunteers (UNV) and the Special Unit for Technical Cooperation among Developing Countries (TCDC) to UNDP results;
(f) A review of the integrated resources framework; and
(g) Main difficulties faced by UNDP.

9. *Joint segment.* During the joint segment of the first regular session 2003, UNDP and UNFPA will present separate reports to the Economic and Social Council on activities undertaken in 2002. UNDP, UNFPA and UNOPS will also report on the implementation of recommendations of the Board of Auditors, 2000-2001.

10. In accordance with decision 2002/23, a report will be presented at the first regular session 2003 on how the Executive Board and representatives of UNDP, UNFPA, UNICEF, UNCDF and UNV in the United Nations country teams could deepen their mutual understanding of how United Nations operational activities could respond to development challenges and possible funding modalities.

C. Financial, budgetary and administrative matters

11. The Executive Board will review the status of regular funding commitments to UNDP and its associated funds and programmes at the annual session 2003 in accordance with decision 98/23. At the second regular session 2003, the Administrator will propose the new MYFF for 2004-2007. The proposed MYFF will take into consideration analysis of country-level demand, the MDGs and the six practice areas. It will also build on the experience gained during the first MYFF 2000-2003.

III. UNFPA

12. In 2003, a key activity will be to build on the achievements of the transition process and implement the remaining recommendations of the field needs assessment study that UNFPA conducted in 2001. With its new strategic direction

and its commitment to results-based management (RBM), UNFPA is better positioned to assist programme countries in achieving the goals of the Millennium Declaration, the Programme of Action of the International Conference on Population and Development (ICPD) and the key actions of ICPD+5. As recognized in decision 2002/5, UNFPA contributes to sustainable development, in particular, poverty eradication, by helping recipient countries address population dynamics and reproductive health issues.

13. Another key activity will be to continue to strengthen the RBM approach in the programming process and to build the capacity of UNFPA staff and national partners to manage for results, including through investing in staff training and development. In response to decision 2002/6, the Fund is also committed to becoming a more effective partner in sector-wide approaches and poverty reduction strategy paper (PRSP) processes, inter alia, to strengthen the implementation of the ICPD Programme of Action toward the attainment of the Millennium Development Goals (MDGs).

A. Policy and management

14. At each session, in her statements to the Executive Board, the Executive Director will report on the status of the implementation of the recommendations emerging from the transition process, including the field needs assessment study.

15. At the first regular session, in the joint segment with UNDP, UNFPA will submit a report on follow-up to the report of the United Nations Board of Auditors for 2000-2001: Status of implementation of recommendations. Under the joint segment, UNFPA will also submit a report to the Economic and Social Council.

16. In her annual report for 2002, the Executive Director will provide the Executive Board with highlights of the UNFPA programme for the year as well as a statistical overview. The annual report will also outline progress achieved in the areas of sector-wide approaches, humanitarian assistance and reproductive health commodity security.

17. At the annual session, the Executive Director will submit a report to the Executive Board to begin the process of delegating formal authority to the Executive Director in matters concerning UNFPA personnel.

18. In response to decision 2002/3, the Executive Director will submit to the Executive Board at its annual session a report on a monitoring and evaluation framework of the Technical Advisory Programme.

19. At the annual session, the Executive Director will submit UNFPA country programme outlines developed under the harmonized programming process set forth in decision 2001/11.

20. In response to decision 2001/11, UNFPA and UNDP will jointly present a report at the annual session on common tools to monitor progress and evaluate outcomes/results of respective country programmes with a view to further harmonizing and standardizing the programme process.

21. At the annual session, under the joint segment with UNDP, UNFPA will present a report on internal audit and oversight.

B. Organizational results

22. The Executive Director will report periodically to the Executive Board during the year on the status of implementation of the RBM approach at UNFPA.

23. UNFPA will report on the 2000-2003 multi-year funding framework (MYFF) as part of the Executive Director's annual report, which will be submitted to the Executive Board at its annual session in June 2003.

24. In response to decision 2000/9, the Executive Director will present a detailed report on the progress towards and achievement of results during the MYFF cycle, lessons learned, and their implications for the Fund's future priorities. The report will include an analysis of the income and resource utilization trends during the cycle. As in previous years, the report will present an in-depth analysis of one of the MYFF strategies – building and strengthening partnerships.

25. The report will also examine the implications of the results achieved and lessons learned with regard to the formulation of the MYFF for the next cycle, to be presented to the Executive Board in January 2004.

C. Financial resources and budget

26. The meeting on funding commitments to UNFPA will be held at the annual session in conjunction with the presentation of the report on the Fund's MYFF, in accordance with decision 98/24.

27. The Executive Director will submit to the Executive Board at its second regular session proposed estimates for the biennial support budget for 2004-2005. A report on the annual financial review 2002 will also be submitted to the Board at the second regular session.

Annex

Annual work plan 2003 of the Executive Board of UNDP and UNFPA

First regular session: 20 to 29 January 2003

1. Organizational matters

   - Election of the Bureau of the Board for 2003
   - Adoption of the agenda and work plan for the session (W)*
   - Adoption of the report of second regular session 2002 (W)
   - Adoption of the annual work plan 2003 of the Executive Board (decision 96/25) (W)

UNDP segment

2. UNDP Business Plans, 2000-2003

   - Report on the implementation of the Business Plans, 2002-2003 (O)

3. Country programmes and related matters

   - Country programmes (W)
   - Report of the assessment mission to Myanmar (W)

4. Financial, budgetary and administrative matters

   - Report on the special reserve for separations relating to UNOPS and the liabilities affecting UNDP (W)

5. United Nations Office for Project Services

   - Report of the UNOPS Executive Director on the implementation of the UNOPS revised budget 2002 (W)
   - Independent review of UNOPS (W)

6. Field visits

   - Possible ways in which the Executive Board and the representatives of UNDP, UNFPA, UNICEF, UNCDF and UNV can deepen their understanding of United Nations operational activities (W)

Joint UNDP and UNFPA segment

7. Recommendations of the Board of Auditors, 2000-2001

   - UNDP: Report on the implementation of the recommendations of the Board of Auditors

* W = written; O = oral.

for the biennium 2000-2001 (W)
- UNFPA: Follow-up to the report of the United Nations Board of Auditors for 2000-2001: Status of implementation of recommendations (W)
- UNOPS: Follow-up to the report on the implementation of the recommendations of the Board of Auditors for the biennium 2000-2001 (W)

8. Reports to the Economic and Social Council

- UNDP: Report to the Economic and Social Council (W)
- UNFPA: Report to the Economic and Social Council (W)

UNFPA segment

9. Country programmes and related matters

- Country programmes for Botswana, Burundi, Cameroon, Comoros, Côte d'Ivoire, Equatorial Guinea, Guinea-Bissau, Mali, Mauritania and Nigeria (W)
- Country programmes for Djibouti and Jordan (W)
- Country programmes for Bangladesh, China, India, Maldives, Papua New Guinea, the South Pacific subregion and Timor-Leste (W)
- Country programmes for Bolivia, Colombia, El Salvador and Venezuela (W)

10. Other matters

Informal consultations

- Informal consultations on strategic evaluations on corporate issues that are of high priority to the organization

Annual session: 9 to 20 June 2003 (New York)

1. Organizational matters

- Adoption of the agenda and work plan for the session (W)
- Adoption of the report of first regular session 2003 (W)

UNDP segment

2. Annual report of the Administrator

- Annual report of the Administrator, including the multi-year funding framework (W)
- Statistical annexes (W)
- Report of the Joint Inspection Unit (W)

3. United Nations Capital Development Fund (UNCDF)

- Results-oriented annual report (W)

4. Technical cooperation among developing countries

- New cooperation framework (W)

5. Funding commitments to UNDP

- Status of regular funding commitments to UNDP (W)

6. Country programmes and related matters

- Country programme outlines (W)

7. Trust funds

- Report on trust funds (W)

8. UNOPS: Annual Report of the Executive Director

- Annual report of the Executive Director on UNOPS (W)

Joint UNDP/UNFPA segment

9. Internal audit and oversight

- Reports of UNDP, UNFPA and UNOPS on internal audit and oversight (W)

10. Field visits

- Reports on field visits (W)

11. Programming process

- Report of UNDP/UNFPA on common tools to monitor progress and evaluate outcomes/results of respective country programmes (W)

UNFPA segment

12. Report of the Executive Director 2002

- Report of the Executive Director, 2002, including statistical overview, multi-year funding framework, sector-wide approaches, humanitarian assistance and reproductive health commodity security (W)

13. Delegation of UNFPA Personnel Authority

- Report on delegation of formal authority to the Executive Director on UNFPA personnel matters (W)

14. Funding commitments to UNFPA

- Report on funding commitments to UNFPA (W)

15. Country programmes and related matters

- Country programme outlines (W)

16. Technical Advisory Programme

- Report on a monitoring and evaluation framework of the Technical Advisory Programme (W)

17. Other matters

Joint meeting of the Executive Boards of UNDP/UNFPA and of UNICEF, with the participation of the Executive Board of WFP
(Duration and theme to be decided)

Second regular session: 8 to 12 September 2003

1. Organizational matters

- Adoption of the agenda and work plan for the session (W)
- Adoption of the report of annual session 2003 (W)
- Preliminary draft work plan for 2004 (W)

UNDP segment

2. Financial, budgetary and administrative matters

- Annual review of the financial situation, 2002 (W)
- Biennial budget estimates for 2004-2005 (W)
- Report of ACABQ on biennial budget estimates, 2004-2005 (W)

3. Multi-year funding framework

- Second multi-year funding framework, 2004-2007 (W)

4. Evaluation

- Annual report of the Administrator on Evaluation (W)

5. Country programmes and related matters

- Country programme outlines (W)

6. UNOPS: Financial, budgetary and administrative matters

- Budget estimates for 2004-2005 (W)
- Report of ACABQ on budget estimates, 2004-2005 (W)

UNFPA segment

7. Financial, budgetary and administrative matters

- Report on estimates for the biennial support budget, 2004-2005 (W)

- Report of ACABQ on the biennial support budget, 2004-2005 (W)
- Report on the annual financial review, 2002 (W)

8. Country programmes and related matters

- Country programme outlines (W)

9. Other matters